DOCUMENT RESUME

ED 422 050 JC 980 373

AUTHOR	Griffith, Mary
TITLE	Pueblo Community College, Dual Credit Handbook, 1998-99.
INSTITUTION	Pueblo Community Coll., CO.
PUB DATE	1998-09-00
NOTE	41p.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Academic Achievement; Acceleration (Education); *Access to Education; *Advanced Placement; College Credits; Community Colleges; Guidelines; *High School Students; High Schools; Program Descriptions; Two Year Colleges; Undergraduate Study
IDENTIFIERS	Colorado Community College and Occup Educ System; Pueblo Community College CO

ABSTRACT

This Dual Credit Handbook from Pueblo Community College (CO) provides information and guidelines to assist instructors in meeting their assignment. These guidelines apply to dual credit courses offered to high school students during their regular school hours, for which students receive high school- and college-level credit simultaneously. This program offers qualified students the opportunity to "jump start" their college careers by earning credits for core academic courses transferable to all Colorado four-year colleges and universities. College courses approved for dual credit are posted on both high school and college transcripts; only junior and senior year students are eligible. Included in the handbook are student/instructor requirements, a course activity guide, policies and procedures regarding registration and grades, personnel directory, divisions, and curricula offerings. Appended are forms, applications, memoranda, and notices related to PCC's dual credit program. (AS)

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ED 422 050

PUEBLO COMMUNITY COLLEGE

DUAL CREDIT HANDBOOK

OFFICE OF THE VICE PRESIDENT FOR EDUCATIONAL DEVELOPMENT

1998-99

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PUEBLO COMMUNITY COLLEGE

Vision and Core Values

Pueblo Community College embraces as its guiding value exceptional service to students and partners by providing total educational and training solutions. Toward this end, Pueblo Community College's core values are to:

- ◊ Build partnerships
- ◊ Provide a positive environment
- ◊ Respect diversity
- ◊ Celebrate achievements
- ◊ Demonstrate integrity
- ◊ Demonstrate teamwork
- ◊ Provide innovative programs and services
- ◊ Improve continuously
- ◊ Be responsive
- ◊ Be accountable

Mission

Pueblo Community College will develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families and communities. To accomplish this mission, Pueblo Community College has the following goals:

- ◊ PCC will be the leader in anticipating, recognizing, and addressing the educational needs of the community.
- ◊ PCC students and partners will receive exceptional personalized and friendly service.
- ◊ PCC will be a responsive, flexible learning organization.
- ◊ PCC will be seen as the one-stop source for competent, results oriented educational services.
- ◊ PCC will be the primary source of job preparation, workforce development and transfer programs.

Introduction.

The purpose of this Dual Credit Handbook is to provide information and guidelines to assist instructors in meeting their instructional assignment. If you should need information that is not addressed in this publication, please contact your department chairperson or the appropriate person at Pueblo Community College.

What is it? Definition of Dual Credit.

These guidelines shall apply to dual credit courses that are offered in the high school to high school students during normal school hours for which students receive both high school and college level credit simultaneously. This program provides qualified students the opportunity to "jump start" their college careers by enrolling in courses of rigorous college-level content while in high school. Credits earned for core academic courses under this program are transferable to all Colorado four-year colleges and universities. High school students eligible for dual credit courses shall be juniors or seniors. College courses approved for dual credit shall be posted on both high school and college transcripts.

Structure.

Dual credit courses shall duplicate Pueblo Community College's regular curriculum offerings delivered on-campus to college students. Course content, student requirements, and standards of evaluations shall be comparable to curriculum offered on-campus.

High school faculty who teach dual-credit courses should possess the same/similar credentials to those teaching on the college campus. Student teachers are not permitted to instruct the dual credit classes.

Syllabi in dual credit courses will mirror those used in the department within the College.

The delivery of dual credit courses is the joint responsibility of the participating high school and the College.

Student Requirements.

Students who wish to take dual credit courses must:

- Have completed their sophomore year of high school.
- Have at least a 3.0 grade point average on a 4.0 scale. (B average).
- Have received an acceptable score in reading on an approved standardized test or the College basic skills assessment test.
- Have permission of their parents and recommendation of a school official.
- Complete a PCC Application for Admission.
- Pay the current in-state rate of tuition and fees per credit hour and obtain textbooks and materials unless otherwise negotiated between the College and the school. Financial Aid is not available for dual credit coursework.

Minimum Instructor Employment Requirements.

PROGRAMS	MINIMUM REQUIREMENTS
ACADEMIC TRANSFER PROGRAMS	Master's degree; no experience
AGRICULTURE, MARKETING, BUSINESS PROGRAMS	Bachelor's degree; 2 years of occupational experience (maximum of 1 year of specialized training beyond the Associate's degree may be substituted for up to 1 year of experience)
HEALTH PROGRAMS	Training as per program requirement; 5 years of occupational experience (maximum of 3 years of education beyond the Associate's degree may be substituted for up to 3 years of experience)
OTHER PROGRAMS	Associate's degree; 5 years of occupational experience (maximum of 3 years of specialized training may be substituted for up to 3 years of experience)

Dual Credit Course Activity Guide.

1. **Course Planning Conference/Curriculum Meeting with Department Chairperson.**

   a. Review the approved textbook and related instructional materials.
   b. Discuss syllabus and course outline. (See Appendix for format).
   c. Discuss specific department policies and procedures.
   d. Provide a copy of the Master Schedule of Course Offerings, a PCC catalog, and a copy of the Dual Credit Handbook.
   e. Discuss outcome level expectations, grading philosophy and provide a sample test.

2. **Instructor Application.** Even though you will be teaching at the high school, in order to insure that your qualifications are properly documented, the College will need the following:

   a. A PCC application for employment. (See Appendix for form).
   b. Official transcripts from all colleges attended.
   c. Verification by letter or other means of your work experience, if required for vocational certification.

3. **Course Syllabus.** Your class will be expected to fulfill the requirements of the approved course syllabus. Students enrolled for college credit may need to complete work beyond what is required for high school credit. This may include additional written work, class presentations, project assignments, or a higher grading scale as you deem appropriate. If you have recommendations regarding textbooks, supplemental materials, or the syllabus, please contact the appropriate department chairperson.

4. **Class Lists.**

   a. You will receive a class roll the first week of classes. Please verify that all students listed are in attendance. If students are listed who are not attending, they must be identified as no-shows or drops at this time to avoid financial liability for the tuition payment. Please inform the student and your campus contact person.

   b. Please verify that all students attending are listed on the class list. Any students attending who are not listed must complete registration forms in order to receive Pueblo Community College credit for the course. Please inform your campus contact person and the student.

c. During the term you will receive a class list which you will be expected to review, verify for accuracy and return. A Pueblo Community College academic record will be created based on your information.

d. Before the end of the semester, you will be provided with grade sheets and instructions for processing your final grades. Be sure to observe the deadline specified for submitting your grades. **NOTE: A GRADE OF "W" MAY NOT BE ASSIGNED ON THE GRADE SHEET. STUDENTS MAY WITHDRAW UP TO THE LAST THIRTY PERCENT (30%) OF THE CLASS. THEREAFTER, A GRADE OF "A" – "F" OR "I" MUST BE ASSIGNED.** A copy of your attendance record, grade record, tests, and criteria for determining grades, must be turned in with your final grade sheet. Students have up to one year to contest a grade, and this documentation will be the basis of determining the outcome of an appeal should we be unable to contact you.

5. **During the first week of class, make sure your students know:**

a. When you will be available to provide individualized assistance.

b. That they must process through **BOTH** the high school counselor's office and the College Admissions and Records Office if they wish to drop the course or withdraw from the College (see **Drop Period** and **Withdrawal Policy** in Policies and Procedures Section).

c. Your attendance policy.

d. Any additional requirements required for a college grade.

e. How grades will be determined. The method of determining grades should be clearly stated and a supplemental sheet distributed to students stating any special requirement or grading procedures. A copy of the supplement should be provided to your department chairperson.

6. Assist students to follow the drop/add/withdrawal and other policies presented in the section headed "Policies and Procedures". For your convenience, the end of the Drop Period and Last Day to Withdraw are provided on the class list.

7. If you are unsure about any College policy or procedure, inform your campus contact person.

Policies and Procedures.

College Catalog. The current Pueblo Community College catalog contains the rules and regulations in effect at the time of publication. It also lists official degree plans, course descriptions, and is a good resource for academic regulations, program requirements, and services.

Assessment of Basic Skills. All dual credit students must achieve a satisfactory score on the college basic skills reading assessment or on an approved equivalent, such as ACT, SAT, PLAN or PSAT scores. Basic skills testing will be made available at the high school for those students who are required to take it. Students must achieve a 12th grade reading equivalent to enroll in core academic classes and a 10th grade equivalent to enroll in other classes unless courses have specified requirements that are different from this.

Class Lists. Check carefully that all class lists are accurate and correct problems immediately to avoid billing and records problems later.

Registration. The College will coordinate registration with the high school principal or his/her designee. Registration will be conducted at a time and location agreeable to the high school. Registration will occur in the spring for full year classes.

Grading System. The PCC system of grading is expressed in letters which carry grade points used in calculating the cumulative grade-point average.

To calculate a grade-point average (GPA), the total number of points are divided by the total number of quality hours. Quality hours include the credits from A, B, C, D, and F grades.

Letter Grade		Grade Points Per Unit of Credit
A	(Excellent)	4
B	(Good)	3
C	(Average)	2
D	(Below Standard)	1
F	(Failure)	0
I	(Incomplete)	**
W	(Withdrawal)	**

***No credit is given and grade is not used to compute grade-point average.*

The "D" grade is not an acceptable performance level in most courses and programs.

Drop Period: During the first 15% of a class, a student may be dropped without creating a college transcript. Use your class lists to identify drops.

Withdrawal Policy. Students may drop or withdraw from a class for PCC credit and still be enrolled for high school. If a student drops a class for high school credit, he/she must also withdraw from PCC credit. A student may withdraw from class at any time up to the last 30 percent of the class. Thereafter, the student must receive a grade A through F or I, not a W. The last day to withdraw from classes is stated in the current PCC Schedule of Classes. (Contact the Admissions and Records office or an administrative assistant for withdrawal deadlines for special length courses). Students may become responsible for tuition if a grade of "W" or "F" is achieved.

- **Student's Procedure to Withdraw from a Class:**
  If a student wishes to withdraw from a class:

  1. The student must obtain a Withdraw From Class Form and have the instructor sign it. (See Appendix for Form).

  2. The instructor submits the Withdraw from Class Form to the designated College contact person.

  3. The Admissions and Records Office will obtain the last date of attendance from the instructor.

- **Instructor's Procedure to Withdraw a Student from a Class:**
  An instructor may withdraw a student from class, usually due to non-attendance, by:

  1. Completing the Withdraw from Class Form and sending it to the designated College contact person within the week; or

  2. Utilizing one of the regularly scheduled class list distributions in lieu of completing a Withdraw From Class Form if the withdrawal is prior to the deadline date for withdrawals.

  3. Instructors may not assign a grade of "W" during the last 30% of a class.

Reinstatement. After a student has been dropped by the instructor, it is possible for the student to be reinstated if the terms of reinstatement are agreed upon by both the student and the instructor. (Sometimes it is helpful to put the agreement in writing and have the student sign it.) A form must be obtained and completed by the instructor and the student. (See Appendix for Form).

Reporting Grades. Grades are reported at the end of the semester or other intervals based on the length of the class on computer forms distributed by the department chairperson for all students in your class. Review instructions carefully. Be sure to date and sign each grade sheet and provide a telephone number where you can be reached in case there are questions.

It is important that completed grade sheets be returned personally to the designated College contact person by the deadline listed on the instruction sheet. If grade sheets are not returned by the specified deadline, none of the students on the grade roster will receive a grade on their grade report. If this occurs, then you will be required to file a change of grade form for **EACH** student. **Do not** return the grade sheets directly to the Admissions and Records Office.

Incomplete Grades. A grade of I (Incomplete) is a temporary grade indicating that the student has a satisfactory record in work completed, but has not completed the course requirements.

1. Instructors may assign I grades only if the student has completed 85% of the course work.

2. To assign an I grade, the instructor must designate an I grade on the official grade roster.

3. A student must complete the requirements for removing the incomplete grade within the next full-length semester (Summer excluded). If the student fails to complete the course work, a grade of F will be assigned.

4. A student is not required to re-register for the course and is not required to pay additional tuition and fees.

Grade Changes. Final grades entered with the Admissions & Records Office are unalterable unless a Grade Change Form has been completed and signed by the Instructor and the College Department Chairperson.

It is the responsibility of the student to request a grade change from the instructor if one is justified. Normally, grade changes shall be processed within the following term; but in no event shall changes be approved after a time lapse of one calendar year. A grade of W may not be changed. (See Appendix).

Grade Reports to Students. The Admissions and Records Office makes available a record of grades and credits to the student at the end of each semester upon request from the student. Students may call the following numbers to obtain their grade reports: Pueblo 549-3010; Fremont County Center 275-4240, Southwest Center Durango 970-247-2929, Southwest Center Cortez, 970-565-8440.

Support Services. While most students enrolled in Dual Credit courses will utilize similar services at the high school, the services of the College are available should the need arise. Students or instructors should contact the appropriate Pueblo, Southwest Center or Fremont County campus for information about the following services:

Fremont County Center	719-275-4240
Southwest Center-Cortez	970-565-8440
Southwest Center-Durango	970-247-2929
Pueblo Campus:	
Academic Advising	719-549-3030
Admissions and Records	719-549-3010
Bookstore	719-549-3065
Business Office	719-549-3212
Center for Teaching Excellence	719-549-3418
Continuing Education	719-549-3252
Advising, Career & Transfer	719-549-3030
Financial Aid	719-549-3020
Learning Center	719-549-3393
Library	719-549-3305
Student Activities	719-549-3060
Telelearning	719-549-3343

Telelearning. Educational Technology and Telecommunications provides Pueblo and southern Colorado telelearning through interactive television (ITV) delivery, telecourses and CBC (College by Cassette). Pueblo Community College has the opportunity to offer high quality education programming via the College's educational cable channel.

Pueblo Community College offers an extensive list of telecourses. A telecourse is a coordinated learning system based on a series of television programs. Students watch weekly video segments while completing writing assignments, interactive conference calls, field trips, and testing to assess mastery of course content. All telecourses are academically proven, well-produced television series developed by college faculty, scholars, practitioners, and instructional design specialists.

Telelearning courses provide a delivery system to accommodate student needs of flexibility and convenience while meeting course content requirements, rigor, and outcomes of traditional on-campus course instruction, are equivalent in length, and scope; and meet departmental or program-mandated guidelines or standards.

PERSONNEL DIRECTORY

President ..... Dr. Joe D. May (549-3213)

Vice President of Technology ..... Dr. Jon Botsford (549-3322)

Vice President of Transfer and Health ..... Dr. Betty Bumgarner (549-3253)

Vice President for Educational Development ..... Dr. Mary C. Griffith (549-3361)

Vice President for Administration and Finance ..... Ralph W. Huddin (549-3340)

Vice President for Student Services ..... Marjorie Villani (549-3080)

Director of Communications ..... Cynthia Illick (549-3050)

Interim Director of Pueblo One-Stop Center ..... Peggy A. Novotny (549-3368)

Director of Human Resources ..... Patricia L. Ruybal (549-3220)

Executive Director of Fremont County Center ..... Dr. James Arnold (275-4240)

Director of Library ..... Jeanne Gardner (549-3305)

Director of Counseling and Career Services ..... Dennis Trujillo Johnson (549-3035)

Director of Research/Grant Writing ..... Dr. Consuelo Lopez (549-3381)

Director of Learning Center ..... Carol Montoya (549-3393)

Director of Financial Aid ..... Audrey Osswald (549-3026)

Controller ..... David Reineke (549-3209)

Director of Education Technology/Telecommunications ..... Paul Romero (549-3388)

Director of Southwest Center ..... Kathy Rousset (970-565-8440)

Director of Admissions and Records ..... Deb Sagona (549-3014)

Director of College Center/Student Activities ..... Daniel M. Tafoya (549-3062)

DIVISIONS AND CURRICULA OFFERINGS

TECHNOLOGY DIVISION

Division Vice President — Dr. Jon Botsford
Gorsich Advanced Technology Center
Room GC-104
Telephone: 549-3322

Curriculum Offerings – Technology Division

Accounting
Automotive Collision Technology
Automotive Technology
Broadcasting and Production Technology
Business – CCC Online
Business Management
Computer Graphics Technology
Computer Information Systems
Criminal Justice/Social Science
Electronics Technology
Engineering Technology
Industrial Maintenance Technology
Law Enforcement Academy
Machining
Photonics/Vacuum Technology
Visual Communication Cluster
Welding

Department Chairs – Division of Technology

Accounting/Business Management	Glenann R. Arnold Academic Building 250R 549-3424
Automotive Collision Technology	Jim Torres Tech. Education Bldg. 140 549-3249
Automotive Technology	Jim Torres Tech. Education Bldg. 140 549-3249
Broadcasting and Production Technology	Scott Richards GATC 201 549-3410

Computer Information Systems	Thomas G. Pechek Academic Building 250O 549-3392
Electronics Technology	Jerry R. Christie GATC 201 549-3360
Engineering Technology	Jerry R. Christie GATC 201 549-3360
Industrial Maintenance Technology	Jerry R. Christie GATC 201 549-3360
Machining Technology	Emilio D. Gonzales Tech. Education Bldg. 155 549-3239
Mathematics	Larry Pontaski Academic Building 280G 549-3242
Physical Science	Larry Pontaski Academic Building 280G 549-3242
Criminal Justice/Social Sciences	Elwyn (Al) Alber Tech. Education Bldg. 116 549-3426
Law Enforcement Academy Coordinator	Mary Sutton Tech. Education Bldg. 153 549-3377
Visual Communications	Leroy Razo GATC 201 549-3292
Welding Technology	Emilio D. Gonzales Tech. Education Bldg. 155 549-3239

TRANSFER AND HEALTH DIVISION

Division Vice President — Dr. Betty Bumgarner
Academic Building
Room AB-134
Telephone: 549-3253

Curriculum Offerings – Transfer and Health Division

American Sign Language
Business Technologies
Culinary Arts
Dental Assisting
Dental Hygiene
Early Childhood Education
Early Childhood Professions
Emergency Medical Services Technology
Health Information Technology
Jewelry Repair and Design
Legal Assistant
Surgical Technologist
Psychiatric Technician
Practical Nursing
Associate Degree Nursing
Occupational Therapy
Ophthalmic Technician
Physical Therapist Assistant
Radiologic Technology
Respiratory Care Practitioner
Travel and Tourism

Department Chairs – Division of Transfer and Health

Biological Science — Rosalia Santiago
Academic Building 280H
549-3233

Business Technologies
Legal Assistant — Madelyn Bruning
Academic Building 250U
549-3201

Culinary Arts	Carol Himes College Center 114 549-3071
Dental Assisting	Janet Trujillo Tech. Education Bldg. 137 549-3263
Dental Hygiene	Kandy K. Learned Health Sciences Bldg. 127 549-3286
Early Childhood Education Early Childhood Professions	Linda Jagunich Academic Building 250E 549-3138
English/Communications	Deborah D. Borchers Academic Building 230I 549-3406
Fine Arts/Humanities Jewelry Repair and Design	David R. Edwards Academic Building 250 S 549-3385
Health Information Technology	Jill Sell-Kruse Central Admin. Bldg. 206 549-3143
Nursing-Associate Degree	Marilynn V. Mettler Health Sciences Bldg. 207 549-3321
Nursing-Practical Nursing	Janette Lewis Health Sciences Bldg. 205 549-3288
Occupational Therapy Assistant	Terry R. Hawkins Health Sciences Bldg. 004 549-3268
Opthalmic Technician	Leilani Burbidge Health Sciences Bldg. 024 549-3456

Physical Therapy Assistant	Lucinda Mihelich Health Sciences Bldg. 204A 549-3433
Psychiatric Technician	Janette Lewis Health Sciences Bldg. 205 549-3288
Radiologic Technology Assistant	Larry E. Bontrager Health Annex 549-3285
Respiratory Care Assistant	Delia Lechtenberg Health Sciences Bldg. 007 549-3266
Surgical Technician	Kevin Frey Health Sciences Bldg. 212 549-3273
Theater	Jean Fish-Davis Academic Building 250 Z 549-3387
Travel and Tourism	Gwen Speaks Academic Building 250C 549-3247

APPENDICES*

I. Memorandum of Understanding

II. Application for Employment

III. Course Syllabi Guidelines

IV. Student Permission Form

V. Student Dual Credit Enrollment Plan

VI. Application for Admission and Registration Form

VII. Withdrawal from Class Form

VIII. Reinstatement to Class Form

IX. Grade Change/Removal of Incomplete

X. PCC Notice of Non-Discrimination

XI. PCC Sexual Harassment Notice

XII. PCC Accommodation Notice for Meetings/Events

XIII. Handling Student Information

***The forms included in this Appendix may be duplicated from this Handbook for your convenience.**

Appendix I – Dual Credit Memorandum of Understanding

This **Memorandum of Understanding** establishes an arrangement by which Pueblo Community College can provide College credit to certain School District high school students under the guidelines of Colorado Revised Statute 22-35-101 (Post-Secondary Enrollment Options), Colorado Revised Statute 22-34-101 (Fast Track), and Colorado Commission on Higher Education Rules and Regulations. If any discrepancies exist between the policies and procedures stated in this Memorandum of Understanding and these statutes and regulations, the official publications take precedence.

1. **Program of Study:** Pueblo Community College and the School District will jointly review and determine courses to be offered in the program. Courses will fulfill or exceed the subject content and grading standards of the Community College course syllabi and the School District graduation requirements. Courses must be three or more semester credits to equal one-half high school Carnegie unit.

2. **Students:** Junior and Senior students under the age of 21 will be approved jointly by appropriate high school and community college personnel for participating in Dual Credit or Fast Track courses during the spring and fall semesters. Foreign students are not eligible for this program, but may enroll in Pueblo Community College through standard procedures for foreign students. Participants will be selected based on interest, ability, and skill levels as required by the Community College course objectives. The Community College reserves the right to advise the school system that a student does not have sufficient skills or abilities to continue in the course selected after the first semester. The School District/High School and the College agree not to discriminate on the basis of race, sex, national origin, color, age, or condition of handicap.

3. **Assessment of Learning:** Students must meet PCC placement standards before being enrolled in the courses. Courses offered at the high school will follow the same grading guidelines as other College courses. Dual Credit students may be required to complete additional assignments beyond what is required for high school credit. Students may be given a different grade for college credit than that given for high school credit. Grading scales must be made clear to students in the first class period.

4. **Transferability:** The course syllabus is the basis for transferability of courses. The requirements of the course description and objectives must be fulfilled to meet the obligation of the course. The syllabus for core academic courses are based upon a statewide core agreement and are accepted in transfer by all public colleges and universities in Colorado. Other general academic courses are usually transferable although each institution of higher education determines which academic courses it will accept as transfer credit. Credits earned for specific occupational/technical curricula are intended to prepare students for employment, and are usually not transferable unless specific articulation agreements have been developed.

5. **Selection and Supervision of Instructors:** The College will select the instructors. However, the School District will recommend faculty interested in teaching in the program who meet the minimum employment requirements. If a qualified instructor is not available in the school system, the Community College, upon agreement of all parties, will employ a faculty member from outside the school system. Each faculty member teaching in the Dual Credit program shall be a Community College part-time instructor and shall meet all requirements of the position. The department chairperson and other appropriate school administrators will meet with part-time instructors a minimum of once each semester to discuss course content, instructional methodology, student progress, and examination procedures.

6. **Textbooks:** Textbooks shall be approved by the College and course content shall be determined by the College. The High School will either require students to purchase required textbooks and supplies, or they may be provided by the School District. If the latter option is selected, the College agrees to utilize the same textbooks for five years.

7. **Financial Arrangements:**

   - For courses taken at the School District site and taught by approved School District employees, the District will pay the tuition. Pueblo Community College will reimburse the School District at the standard part-time instructor rate for such instruction, and will pay a facility fee for use of the classroom.

   - For courses taken at the School District site and taught by an instructor provided by Pueblo Community College, the School District will pay tuition and will not charge Pueblo Community College a facility use fee. In this circumstance, Pueblo Community College will determine the minimum number of college credit students required to offer the course.

   - For courses taken at the Pueblo Community College site and taught by instructors hired by the College, the School District will pay tuition for the first two post-secondary courses taken by a student for Dual Credit in any eligible semester. The student and/or his/her family shall pay regular College tuition for the third and each additional course per semester.

   - The School District will provide required lab equipment.

   - The amount of tuition will not exceed the in-state rate.

8. **Enrollment:** School District students will have priority for enrollment in any courses offered at their site during regular school hours. However, these courses will be advertised to the public and community members will be allowed to enroll on a space available basis. Pueblo Community College will be responsible for all enrollment procedures for community members who enroll.

9. **Credit Award:** Students will earn credit in accordance with the College catalog for the courses completed. Students will be enrolled as part-time Pueblo Community College students with all the rights, privileges, and responsibilities inherent thereto.

10. **Contract Review/Termination:** This contract will be reviewed annually and modified by mutual written agreement of the parties. This contract may be terminated by either party upon one semester's written notice.

Appendix II - Application for Employment

Employment Application

PUEBLO COMMUNITY COLLEGE
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Human Resources Office
900 West Orman Avenue
Pueblo CO 81004-1499

Phone/TDD: (719) 549-3220
FAX: (719) 549-3127

PUEBLO COMMUNITY COLLEGE
EMPLOYMENT APPLICATION

Instructions: Please complete this application in its entirety. Do not substitute a résumé/vita.

SECTION I: PERSONAL INFORMATION

POSITION APPLIED FOR: _____ Full-time ☐ Part-time ☐

NAME: _____ Social Security No. _____
Last First Middle

ADDRESS: _____ _____ _____ _____
Street Address City State Zip

TELEPHONE: *Home* ( )_____ *Work* ( )_____

SECTION II: EDUCATIONAL HISTORY (Begin with highest degree earned)

Name/Location of School	From	To	Total Semester Hours	Major	Minor	Grad Date	Type of Degree
Name							
Location							
Name							
Location							
Name							
Location							
Name							
Location							
Name							
Location							

LICENSES AND CERTIFICATES -- if a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following:

_____ _____ _____ _____
License/Certificate Received State Issued By Number Expiration Date

SECTION III: PROFESSIONAL REFERENCES

	First Reference	Second Reference	Third Reference	Fourth Reference
Name				
Institution				
Job Title				
Telephone				

NOTICE OF NONDISCRIMINATION

Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA 210, Pueblo CO 81004, telephone and TDD (719) 549-3220, or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, telephone (303) 844-5695, TDD (303) 844-3417.

SECTION IV: EMPLOYMENT HISTORY: (Begin with most recent job). If more space is needed, attach a separate sheet of paper using the same format. Lines are set up for single spacing on a typewriter. Information must be filled in. Do not substitute a résumé/vita.

Job Title _____ **Duties** _____
Employer _____
Address _____
_____
Phone _____
Type of Business _____
Immediate Supervisor _____
Title _____ No. of Employees Supervised: Professional _____ Nonprofessional _____
Yearly Salary $_____
Dates (mo/yr)_____ to (mo/yr) _____ Reason for Leaving _____
Hours/Week_____ Your name if different from present _____

Job Title _____ **Duties** _____
Employer _____
Address _____
_____
Phone _____
Type of Business _____
Immediate Supervisor _____
Title _____ No. of Employees Supervised: Professional _____ Nonprofessional _____
Yearly Salary $_____
Dates (mo/yr)_____ to (mo/yr) _____ Reason for Leaving _____
Hours/Week_____ Your name if different from present _____

Job Title _____ **Duties** _____
Employer _____
Address _____
_____
Phone _____
Type of Business _____
Immediate Supervisor _____
Title _____ No. of Employees Supervised: Professional _____ Nonprofessional _____
Yearly Salary $_____
Dates (mo/yr)_____ to (mo/yr) _____ Reason for Leaving _____
Hours/Week_____ Your name if different from present _____

Job Title _____ **Duties** _____
Employer _____
Address _____
_____
Phone _____
Type of Business _____
Immediate Supervisor _____
Title _____ No. of Employees Supervised: Professional _____ Nonprofessional _____
Yearly Salary $_____
Dates (mo/yr)_____ to (mo/yr) _____ Reason for Leaving _____
Hours/Week_____ Your name if different from present _____

Job Title _____ **Duties** _____
Employer _____
Address _____
_____
Phone _____
Type of Business _____
Immediate Supervisor _____
Title _____ No. of Employees Supervised: Professional _____ Nonprofessional _____
Yearly Salary $_____
Dates (mo/yr)_____ to (mo/yr) _____ Reason for Leaving _____
Hours/Week_____ Your name if different from present _____

SECTION V: CERTIFICATION

I am aware that this application is considered open record per Colorado law.

To the best of my knowledge and belief, I certify that the statements made in this application are complete and correct.

Signature: _____ Date: _____

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PUEBLO COMMUNITY COLLEGE

AFFIRMATIVE ACTION BACKGROUND SHEET

The Pueblo Community College is an Affirmative Action/Equal Opportunity Employer. In order to assess whether the College is reaching representative areas within the community and whether protected class members are represented among our applicant population, the College requests that you complete the following items on this form.

Please send this form to:

Director of Human Resources
Pueblo Community College
900 West Orman Avenue
Pueblo, Colorado 81004

Thank you. Your voluntary cooperation is appreciated.

POSITION APPLIED FOR _____ DATE _____
(Please be specific)

NAME _____ SEX ____ BIRTHDATE _____
Last First Middle

ADDRESS: _____ _____ ____ _____
Street Address City State Zip

TELEPHONE: *Home* ( )_____ *Work* ( )_____

PLEASE INDICATE YOUR ETHNIC BACKGROUND:

____ American Indian
____ Asian American
____ Black
____ Hispanic
____ White

NOTICE OF NONDISCRIMINATION

Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA-210, Pueblo CO 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, telephone (303) 844-5695, TDD (303) 844-3417.

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Appendix III – Course Syllabi Guidelines

1. A Syllabus will be prepared for each course offered by Pueblo Community College. Syllabi must be reviewed annually.

2. The course syllabus will be distributed to each class member on or about the first class meeting.

3. All faculty members and instructors must use the syllabus adopted by the department.

4. The current syllabus for each course must be on file in the office of the appropriate Instructional Vice President and posted on the College U:drive system and/or the College Intranet.

5. All course syllabi shall be approved by the Department Chairperson and shall include:
   a) The Division in which the course is taught;
   b) Course section number and title;
   c) Credit hours, hours per week of lecture/lab;
   d) Catalog description;
   e) Pre-requisites, co-requisites, any other special preparation required;
   f) Core abilities;
   g) Course content (major topics);
   h) Learner outcomes (competencies or objectives that student will be expected to master);
   i) Process for measuring each learner outcome.
   j) A list of textbooks and required readings, tools and equipment or supplies required;
   k) A detailed description of attendance requirements;
   l) Grading procedures;
   m) Make-up examination policy;
   n) ADA policy;
   o) Classroom behavior expectations, including a statement on academic integrity/academic dishonesty, which identifies sanctions.

6. The faculty member or instructor shall distribute on or about the first day of class, the following general information:
   a) Welcome;
   b) Course section number and course title;
   c) The date and semester in which the course is being taught;
   d) The instructor's name;
   e) The instructor's office number and e-mail address;
   f) When the instructor will be available for conferences;
   g) The instructor's office telephone number and, if desired, home telephone number;
   h) Who should be contacted in case of emergency;
   i) Statement regarding why this course is important.

Appendix IV – Student Permission Form

Student Name: _____ Social Security Number: _____

PLEASE NOTE: Your application for admission will not be processed unless the following information has been completed and attached to the application.

PARENT/LEGAL GUARDIAN STATEMENT

I/We, the parent(s)/legal guardian(s) of the applicant, request Pueblo Community College to consider him/her for enrollment. Our reason for making this request is:

_____

_____

_____

_____ _____

Father's/Legal Guardian's signature **and/or** Mother's/Legal Guardian's signature.

HIGH SCHOOL CERTIFICATION

The applicant has the recommendation and permission of this high school's administration to enroll at Pueblo Community College. The credits (will) (will not) (PLEASE CIRCLE ONE) be claimed under the Colorado School Finance Act.

_____ _____

Principal or Designee Signature
Date: _____

Counselor's Signature
Date: _____

PCC Staff Use:
Student Reading Score = _____ Source of Score: _____

Appendix V – Student Dual Credit Enrollment Plan
DUAL CREDIT/FIFTH YEAR PROGRAM
SAMPLE CURRICULUM
AA DEGREE
(The specific degree plan will vary)

Requirements:	**Specific general education core courses**	**34 credits**
	Electives	**26 credits**
	Total	**60 credits**

Junior Year:

ENG 121*	3 credits	English Composition I
BIO 105*	4 credits	Science of Biology
SOC 101*	3 credits	Introduction to Sociology I
HIS 101* or 201*	3 credits	Western Civilization or U.S. History I
SPA 111* or	5 credits or	Spanish I or
CIS 115	3 credits	Introduction to Computers (elective)
	16 – 18 credits	

Senior Year:

ENG 122*	3 credits	English Composition II
LIT 115*	3 credits	Introduction to Literature
SPE 115*	3 credits	Principles of Speech
MAT 121*	4 credits	College Algebra
PSY 101*	3 credits	General Psychology I
Humanities	3 credits	
	18 credits	

Humanities, choose from:

ART 111*	3 credits	Art Appreciation
HUM 121*	3 credits	Survey of Humanities I
MUS 120*	3 credits	Music Appreciation
THE 105*	3 credits	Introduction to the Theater Arts

Fifth Year:

Completion of High School Graduation Requirements

Electives — 26 credits, to be determined by proposed Bachelor's degree major field:

Art	History	Sociology
English/Literature	Psychology	Theater

***Indicates Core Transfer Courses – Students must achieve a 12th grade reading level to enroll in these courses.**

DUAL CREDIT/FIFTH YEAR PROGRAM
SAMPLE CURRICULUM
AS DEGREE
(The specific degree plan will vary)

Requirements:	**Specific general education core courses**	**33 credits**
	Electives	**27 credits**
	Total	**60 credits**

Junior Year:

ENG 121*	3 credits	English Composition I
BIO 111*	5 credits	General College Biology I
Social Science	3 credits	
CIS 115	3 credits	Introduction to Computers
MAT 121*	4 credits	College Algebra
	18 credits	

Senior Year:

ENG 122*	3 credits	English Composition II
SPE 115*	3 credits	Principles of Speech
Humanities	3 credits	(Literature, Art, Music, Humanities)
GEY111*, PHY 111* or CHE 111*	4-5 credits	Physical Geology, Physics I or General College Chemistry
Social Science	3 credits	
MAT 201*	4 credits	Calculus I (elective)
	16-21 credits	

Social Sciences, choose from:

HIS 101* or HIS 201*	3 credits	Western Civilization or U.S. History I
SOC 101*	3 credits	Introduction to Sociology I
PSY 101*	3 credits	General Psychology I

Humanities, choose from:

ART 110*	3 credits	Art Appreciation
HUM 121*	3 credits	Survey of Humanities I
MUS 120*	3 credits	Music Appreciation
THE 105*	3 credits	Introduction to the Theater Arts
LIT 115*	3 credits	Introduction to Literature

Fifth Year:

Completion of High School Graduation Requirements

Humanities	3 credits
Electives	27 credits, to be determined by proposed Bachelor's degree major field:

Biology, Chemistry, Engineering, Forestry, Mathematics, Mathematics Education, Physical Therapy, Physician Assistant, Medical Technology Science, Physics, Pre-BSN (Nursing), Pre-Dentistry, Pre-Medical, Pre-Pharmacology, Pre-Veterinary, Science Education, Wildlife Biology

***Indicates Core Transfer Courses – Students must achieve a 12th grade reading level to enroll in these courses.**

DUAL CREDIT/FIFTH YEAR PROGRAM
SAMPLE CURRICULUM
AAS DEGREE
(Course specifics will vary according to Degree Plan – See PCC Catalog)

Requirements:	**General education courses**	**15 credits**
	Individual Program of Study	**45 credits**
	Total	**60 credits**

Junior Year:

ENG 131*	3 credits	Technical Writing*
SPE 115*	3 credits	Principles of Speech
CIS 115	3 credits	Introduction to Computers
Technical Courses	8 credits	
	17 credits	

Senior Year:

MAT 101*	3 credits	Applied Math
Social Science	3 credits	
PSY 101*	3 credits	General Psychology
Technical Courses	8 credits	
	17 credits	

Social Science, choose from:

HIS 101* or HIS 201*	3 credits	Western Civilization or U.S. History I
SOC 101*	3 credits	Introduction to Sociology I
PSY 101*	3 credits	General Psychology I

Fifth Year:

Completion of High School Graduation Requirements
29 credits and completion of requirements for specific degree.

***Indicates Core Transfer Courses – Students must achieve a 12th grade reading level to enroll in these courses.**

PUEBLO COMMUNITY COLLEGE
900 West Orman Avenue
Pueblo, CO 81004
(719) 549-3200

Application for Admission

APPLI

*Responses to items marked by an asterisk (*) are voluntary, and will be kept confidential. They will not be used as a factor in acceptance to the College, they are for record keeping purposes only.

INSTRUCTIONS - Please complete all sections of this application in Black Ink.

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL 19☐☐ ☐ SUMMER ☐ FALL ☐ SPRING

PLEASE PRINT LEGIBLY

☐☐☐ – ☐☐ – ☐☐☐☐ Student I.D./Social Security Number ☐ MR ☐ MS OR LIST OTHER _____

BIRTHDATE ☐☐ MO – ☐☐ DAY – ☐☐ YR

Gender ☐ (M) Male ☐ (F) Female

LAST NAME | FIRST NAME | MIDDLE NAME

PREVIOUS NAME

*Marital Status
☐ (S) Single/ Divorced
☐ (M) Married/ Separated

*Current Employment Status
☐ (F) full time (30+ hrs/week)
☐ (P) part time (1-29 hrs/week)
☐ (U) currently not employed

*Ethnic Origin:
☐ (I) American Indian or Alaskan Native
☐ (O) Asian or Pacific Islander
☐ (H) Hispanic
☐ (B) Black Non-Hispanic
☐ (W) White Non-Hispanic

*Veteran/Military Service
☐ None
☐ (1) Veteran or Dependent Eligible for VA Educational Benefits
☐ (2) Veteran Not Eligible for VA Educational Benefits
☐ (3) Active Duty Veteran
☐ (4) Active Duty Military

Are you a U.S. Citizen? ☐ Yes ☐ No
If NO, Country of Citizenship: Visa Type:

You must attach photocopy of I-94 (Arrival-Departure Record), or I-551 (Alien Registration Receipt Card) (both sides).

Office Use Only
VISA
RESIDENCY
LOCAL COUNTY

LOCAL ADDRESS | COUNTY OF LOCAL ADDRESS

CITY | STATE | ZIP CODE | (AREA) RESIDENCE PHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

CITY | STATE | ZIP CODE | (AREA) BUSINESS PHONE NUMBER

STUDENT GOALS

While at this institution, do you intend to
☐ (1) Earn an academic degree (AA/AS/AGS)
☐ (2) Earn a vocational - technical degree (AAS)
☐ (3) Earn a vocational - technical certificate
☐ (4) None of the above

Are you enrolling at this college for job or career reasons?
☐ (Y) Yes ☐ (N) No

Program/Major area of study:

Do you plan to transfer to another institution?
☐ (1) Yes, to a 4 year school after graduation
☐ (2) Yes, to a 4 year school before graduation
☐ (3) Yes, to a 2 year school after graduation
☐ (4) Yes, to a 2 year school before graduation
☐ (5) No, I do not plan to transfer

Please indicate planned length of study at this institution:
☐ (1) semester ☐ (3) 2 years
☐ (2) 1 year ☐ (4) More than 2 years

ENROLLMENT DATA

Which best describes your current status?
☐ (RA) Re-entering former student at this institution
Transfer, attended another college
☐ (TR) will transfer credit in
☐ (TN) will not transfer credit in
☐ (NE) New Student, first college attended

Which best describes the level of education you have completed ? (choose one)
☐ (LT) Less than High School
☐ (HS) High School Graduate/GED
☐ (CE) Certificate
☐ (AD) Associate Degree
☐ (BD) Bachelor's Degree
☐ (PD) Professional Degree (MD, JD, MBA, Ed S)
☐ (DD) Doctorate (Ed D, Ph D)

*The college provides services for students with disabilities (physical disability,chronic health problem or learning disability). Would you like to receive information about these services? ☐ yes ☐ no

*Do you consider yourself economically disadvantaged? ☐ yes ☐ no

*Do you consider yourself academically disadvantaged? ☐ yes ☐ no

*Would you learn better using a language other than English? ☐ yes ☐ no

Language _____

Have your parents earned a baccalaureate (4 -year) degree?
☐ (M) Mother ☐ (F) Father ☐ (B) Both ☐ (N) Neither

Name of Last High School Attended
City | State

Name of Last College Attended
City | State

Type of Secondary Diploma
☐ High School Diploma
(Y) Year Received 19☐☐
☐ (G) G.E.D. - Year Received 19☐☐
☐ (C) Currently enrolled in High School
Expected Graduation Date 19☐☐
☐ (N) Non-Graduate

OFFICE USE ONLY

COLLEGE | CLASS | DEGREE | MAJOR | MINOR | SPEC | HIGH SCHOOL CODE | COLLEGE CODE

SELECTIVE SERVICE STATEMENT

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information are subject to penalty of law.

Are you required to be registered with the Selective Service? ☐ Yes ☐ No

If yes, are you registered? ☐ Yes ☐ No

TUITION CLASSIFICATION: (Has no effect on admission to the college)

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION

Please answer the following questions carefully. If appropriate indicate "none" or "not applicable". You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word "present" for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

CURRENT AGE

	YOU	and	YOUR PARENT (if you are under 23)
Dates of continuous physical presence in Colorado	mo day yr to mo day yr		mo day yr to mo day yr
List the last two years Colorado income taxes have been filed	yr and yr		yr and yr
List the last two years of employment or source of income	Employer State mo yr to mo yr Employer State mo yr to mo yr		Employer State mo yr to mo yr Employer State mo yr to mo yr
Date current Colorado Driver's License or Colorado I.D. was issued	mo yr		mo yr
List the last two years of Colorado Motor Vehicle Registration	mo yr and mo yr		mo yr and mo yr
Dates of extended absences from Colorado during the last two years	mo yr to mo yr		mo yr to mo yr
Date of Colorado Voter Registration	mo yr		mo yr

*Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date) mo yr

*Response to these items is voluntary, and will be kept confidential. Marital status may be relevant to determine whether you are entitled to be declared a Colorado resident for tuition purposes.

Are you on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado?
☐ Yes ☐ No If Yes, contact your Military Base Education Office.

All items are subject to change without notice.

STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for rejection or dismissal.

Student Signature _____ Date _____

Signature (Parent Signature if applicant is under 18) (both student & parent required) _____ Date _____

Collegiate institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.

FALL 1998 — PUEBLO COMMUNITY COLLEGE — REGISTRATION FORM

STUDENT I.D. NUMBER ___ ___ ___ - ___ ___ - ___ ___ ___ ___

NAME _____
(Last) (First) (MI)

CHECK ONE	
* [ ] New Student	* [ ] Readmit (Enrolled at PCC sometime prior to spring or summer semester, 1998)
* [ ] Transfer (Another college previously attended)	[ ] Continuing (Enrolled at PCC spring or summer semester, 1998)
* Application must be on file in the Admissions Office before using this form or telephone registration.	

(SC:119) [ ] CHECK HERE IF TAKING ALL CLASSES AT THE FREMONT COUNTY CENTER

Student Intent ☐ Earn an Academic Degree (AA\AS\AOS) ☐ Earn a Vocational-Technical Certificate
☐ Earn a Vocational-Technical Degree ☐ None of the above

PREREQUISITES MUST BE FULFILLED. SEE DEPARTMENT CHAIR IF YOU HAVE QUESTIONS.

(SC:104) NEW/TRANSFER/READMIT STUDENTS MUST REPORT TO THEIR ADVISOR BY APPOINTMENT FOR ENROLLMENT COUNSELING

COURSE PREFIX EXAMPLE													Administrative Use Only
C	I	S	3	4	5	001							*
Prefix			Number			Section #	# Credit	TIME From - To	Days	Room	CK IF Repeat Course	CK IF Request To Audit	Approval If Needed

TOTAL NUMBER OF CREDITS _____ Overload Approval (Over 18 Hours) _____ Dean

Student's Signature _____ Date _____

Student's Signature _____ Date _____

☐ Payment Options Reviewed Date Processed _____ By _____
(Clerk's Initials)

* SIGNATURES REQUIRED ONLY FOR: Entry into closed classes: Instructor and Department Chair: Registrations in excess of 18 credit hours: Division Vice President: Time Conflicts: Both Instructors: Late Registrations: Instructor and Department Chair after Add period (Division Vice President if after the refund period.

Appendix VII – Withdrawal from Class Form

PUEBLO COMMUNITY COLLEGE
WITHDRAW FROM CLASS

INITIATED BY:
STUDENT ☐ INSTRUCTOR ☐

TERM _____ YEAR _____

INSTRUCTOR: DO NOT RETURN THIS FORM TO THE STUDENT. SUBMIT TO THE REGISTRAR'S OFFICE. THIS FORM INVALID THE LAST 30 PERCENT OF A SEMESTER OR ANY OTHER COURSE LENGTH.

NAME _____ ID# _____
(Last) (First) (MI)

COURSE ID _____ - _____ - _____ Credit Hours _____ Course Length _____
Dept. Prefix Course # Sect #

LAST DATE OF ATTENDANCE _____

WITHDRAW REASON _____

INSTRUCTOR'S SIGNATURE _____ DATE _____

NOTE: A "W" GRADE WILL BE POSTED TO THE STUDENT'S PERMANENT RECORD.

FOR OFFICE USE ONLY: HOURS ACTIVELY REMAINING AFTER CONSIDERATION OF THIS WITHDRAW _____

Sm-11/89-15272 WHITE: Office Copy YELLOW: Financial Aid/Vets/Sponsor PINK: Instructor

Appendix VIII – Reinstatement to Class Form

P C C Class Reinstatement

Name: _____ ID #: ____-___-____
Last First MI

Semester: ____/____ Course: ____/____/____ Credit Hours: _____
Term Year Prefix Number Section

Last Date Of Withdrawal For This Course: ____/____/____ Today's Date: ____/____/____

NOTE: This form is not valid after the last day to withdraw from class. This date is on the Pop Up Bill and is in the Schedule of Classes.

- I have not been reinstated to this class previously.
- I understand that I am financially responsible for my tuition and fees. Should account collection fees become necessary, I understand that I am responsible for them.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Instructor: Do not return this form to the student. Forward it to the Registrar's Office.

For Official Use Only		
Date Changed:	Clerk's Initials:	Enrolled hours after this reinstatement:
Copies: WHITE: Records	PINK: Student	YELLOW: Financial Aid / Vets / Sponsor

College Center Room 215
Class Reinstatement

Admissions and Records

Phone 549-3010

BEST COPY AVAILABLE

Appendix IX – Grade Change/Removal of Incomplete

PCC Grade Change

Name: _____ ID #: _____-____-_____
Last First MI

Address: _____
Number / Street City State Zip

Semester: _____/_____ Course: _____/_____/_____ Credit Hours: _____
Term Year Prefix Number Section

Is the student's graduation dependent on this grade? ☐ Yes ☐ No Original Grade: _____ New Grade: _____

Reason for Change: _____

Required Signatures (No Initials)

Instructor: _____ Date: _____

Dept. Chair: _____ Date: _____

The Vice President's signature is required if the change is requested after one calendar year.

Vice. Pres.: _____ Date: _____

For Official Use Only			
☐ Permanent Record: ___	☐ Class Record: ___	☐ Data Processing ___	☐ Student Notified: ___

College Center Room 215 **Admissions and Records** Phone 549-3010
Grade Change.doc

BEST COPY AVAILABLE

Appendix X – PCC Notice of Non-Discrimination

Non-Discrimination Notice. Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, Colorado 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, (303) 844-5695, TDD (303) 844-3417.

Appendix XI – PCC Sexual Harassment Notice

Sexual Harassment Notice. Pueblo Community College does not tolerate or condone sexual harassment in any form. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or for participation in a class or program

2. Submission to or rejection of such conduct is used as the basis for decisions on employment or student grades

3. Such conduct substantially interferes with an individual's work or classroom performance creating an intimidating, hostile, or offensive working environment

Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal "kidding", abuse or harassment
2. Unwelcome sexual advances or pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications or the use of vulgarity
4. Unwelcome touching, such as patting, pinching or brushing against another's body
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status or similar personnel concerns
6. Unwelcome posters, letters or other writings or communications of a sexual nature
7. Other verbal or physical conduct of a harassing nature.

Sexual harassment is illegal and is a violation of Title VII of the Civil Rights Act of 1964 and Title IX which prohibit sex discrimination in educational programs or activities. The College is committed to upholding this policy prohibiting sexual harassment. Violation of this policy may be grounds for dismissal. While it is the purpose of this policy to protect all persons associated with the College from sexual harassment, it shall also be a violation of this policy to knowingly make a false allegation of sexual harassment.

Individuals who feel they have been subjected to sexual harassment and are in need of further information as to the procedures, may contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, CO 81004, (719) 549-3220 or the College President. All matters involving sexual harassment complaints are taken seriously and shall be investigated. Complaints shall remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments or grades.

Appendix XII – PCC Accommodation Notice for Meetings/Events

Reasonable accommodations will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in an event/meeting/workshop scheduled on the Pueblo Community College campus, please notify Debbie Rankin at 719-549-3361 prior to the event/meeting/workshop. Notify Debbie Herrera at 719-275-4240 on the Fremont County Campus, Sue Ellen Lear or Shannon Cumpton at 970-565-8440 on the Cortez Campus, and Margo Snodgrass at 970-247-2929 on the Durango Campus.

Appendix XIII – Handling Student Information

In your work you will have access to student information which must be treated with great care. You may use the information in your work with the student, but you may **not** share it with others. The Family Educational Rights and Privacy Act (FERPA) restricts the release of anything but directory information without student consent and also allows students to review records pertaining to them. If you have any further questions about the release of information, please call the Pueblo Community College Admissions and Records Office at 719-549-3010.

Common problems with handling student data include:

1. Documents with a student's ID number should be shredded or otherwise securely destroyed.

2. A student should **not** be allowed to see another's information on your PC monitor or papers on your desk.

3. You may **not** post a list of the student ID numbers (usually the social security number) of the students in your class by name or ID number.

4. If you do not recognize a student who phones requesting information, be sure to verify that student's identity by asking for the student's month and day of birth.

5. Do **not** give out information about the time or location of a student's class.

6. Refer all emergency requests for information to Admissions and Records or Campus Security.

7. Notes about an advisee kept in a file handled by an administrative assistant become part of the student's record. The student may examine these records and challenge them using established PCC procedures. Notes that are kept in your sole possession are not part of the student's record and not subject to FERPA.